



Personnel  
1300 Sawgrass Corporate Parkway, #100 • Sunrise, FL 33323 • Phone: 954.838.4522

## SR. COLLECTION REPRESENTATIVE

- DATE: May 1, 2006
- SALARY: \$30,228 - \$41,670
- NATURE OF WORK: This is advanced office and fieldwork in the analysis and collection of delinquent retail accounts for the City gas, sanitation, water and wastewater utilities.
- HOURS: Monday – Friday; 40 hours
- WORKSITE LOCATION: Public Service Department  
10770 W. Oakland Park Blvd., Sunrise  
1607 NW 136<sup>th</sup> Ave., Bldg. B, Sunrise
- EDUCATION: Graduation from an accredited high school or G.E.D. equivalency diploma.
- EXPERIENCE: -- Two (2) years of full-time (or equivalent) paid experience in professional collection work. (An associate's degree may be substituted for one (1) year of the two (2) year experience requirement).  
-- Utility collection experience desired.  
-- Experience in a computerized utility billing system is desired.
- SPECIAL REQUIREMENT: -- Possession of a valid driver's license and a good driving record.
- CLOSING DATE: Open until filled.
- HOW TO APPLY: Please submit a completed City of Sunrise Employment Application and proof of education to the Personnel Dept.

It shall be the policy of the City of Sunrise to hire well-qualified persons to perform the many tasks necessary in providing the services the City is called upon to render. An integral part of this policy is to provide equal employment opportunity for all persons for employment and to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, training, appointments for advancement, including upgrading and promotions, transfers, and terminations of employment including layoffs and recalls for all employees without discrimination because of race, color, religion, national origin, sex, marital status, sexual orientation, age or physical or mental disabilities who are qualified for the jobs they are seeking.

**EQUAL OPPORTUNITY EMPLOYER - M/F/D/V**